

Security Information

Executive Registry

2-7695

3 April 1952

MEMORANDUM FOR: Chief, Classification and Wage Division

FROM: Executive Assistant to the Director

SUBJECT: T/O for Office of the Director

1. This will confirm [REDACTED] conversation with you approving transfer of GS-14 from ONE to the Historical Staff in the Office of the Director. Your memorandum dated 20 March and memorandum from ADD/A, covering this, are attached.

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2. The T/O for the Director's Office will require an additional secretary who will handle work from two Assistants to the Director. The duties of this secretary will include handling details of running the Director's mess, taking dictation from the two Assistants to the Director, and performing other secretarial services for them. It is suggested that the grade for this T/O position be GS-5.

3. T/O grades for the Director's Executive Assistant and two other Assistant ^{Assistants} are presently GS-17, GS-16, and GS-16. It is suggested that these be made GS-17, GS-16, and GS-15.

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